Salesforce Database Designer and Collaborator



Project Title	Salesforce Database Designer and Collaborator
Project Summary	Develop expertise in a premier customer relationship management database, used across agencies, as you help us with final implementation and transition to the platform.
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Project Description

The Oregon Federal Executive Board (OFEB) is a small team covering a wide range of topics that touch our federal community across agencies and at all levels, from emergency management to training to charitable giving. We are looking for an intern with an interest in database development to help us complete our transition to the premier customer relationship manager platform in the field, Salesforce. We are lean, innovative group with a custom build designed to serve our very unique business case- coordination across federal agencies and engagement with federal senior leadership and workforce. This is your opportunity to understand Salesforce, and CRMs more generally, on a much deeper level than the average internship. This role is NOT primarily data entry- rather we are looking for an intern with the technical wherewithal to help us design the system back end to serve our needs, as well as help us design processes and procedures to ensure we are getting the most our of the system. We are a small team with direct access- you will not be fighting bureaucratic barriers, but will have full scope to work together with our Executive Director and shape the platform and our use of it.

Duties:

- 1. Develop queries and reports that meet our unique use case
- 2. Design fields and the overall interface to best serve our needs, while ensuring users with lower levels technical expertise can easily make full use of the platform by removing redundancies and confusing interfaces.
- 3. Working with the OFEB team, from Agency heads to other interns, design Standard Operating Procedures that will ensure the highest degree of data fidelity with minimal administrative burden
- 4. Explore disruptive uses of this powerful system, and make recommendations to the Executive Director on underutilized features or processes
- 5. Develop technical documentation and train others on the processes developed
- 6. And, yes, some limited data entry- it is a database system after all. But most of this work is already complete-what remains will largely be routine updates.

Required Skills or Interests

Skill(s)

Analytical writing

Coding

Data analysis

Data visualization

Design thinking

Educational design

Additional Information

None

Language Requirements

None